

1 July 1953

For your information, Steve:

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1. [REDACTED] and I have been working on a secretary's handbook, unclassified material, for handy reference. Included are chapters on punctuation, grammar, capitalization, compound words, typing tips and phone techniques, suggestions for effective writing, etc. These will be available ultimately for anyone who wants a copy.

2. The first draft is now in the hands of [REDACTED]. It will be given to Colonel Baird for approval, to [REDACTED] I&S blessing, and to [REDACTED] of O&M for the drops of holy water.

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3. Assuming that all those will come easy (Erroneous Hypothesis #371), we have contacted all TLO's to explain the general contents and purpose of the book and to ask their cooperation in compiling a list of well-selected people in the Offices to use draft copies for a month, comment, and return to us. (No deadline dates set for any of this.) Blank pages will be inserted at the end of each chapter and a memo of instructions will accompany each book.

4. Two Offices--O/O and O/SI--prefer to include also a combined or consolidated reaction from the administrative office. This is highly praiseworthy and we are in favor of accepting our work done by them.

5. At present the number of draft copies requested by an office varies from one to sixty-two and the total at the moment is 232. There are still six Offices to be heard from.

6. When the draft copies have been assembled (no earlier than 17 July and possibly a good two weeks later), we will personally transport the material, tally specific names gathered by the TLO's against the numbers of the copies, and so have a control over the books for future reference in possible consultations.

7. A month later we will recall all copies, tabulate reactions, and head immediately for the river, leaving the job to be done by the one who made the most suggestions.

8. Any questions?

*[Handwritten mark]*